

Your name:							
Appointment date:	Time:						
Interview with:	1	Telephone number					
Title:							
Name of company / agency:							
Address (number and street, city, state, ZIP code)							
Location / Directions:							
Occupation:							
The following questions are to be used when interviewing employers and employees.							
What are typical job responsibilities for this occupation?							
What personal characteristics are needed for this line of work?							
3. What personal characteristics interfere with doing a good job in this type of work?							
4. What is the best way to enter this occupation (completing a training program or starting in an entry level job)?							
5. What should a training program for this field include?							
6. What is looked for in an applicant for this kind of position?							

7. What are typical hours for this occupat	ion? (Are nights or weekends	s usually required?)				
8. What is the average starting salary / w \$	age for this occupation?	weekly	monthly	☐ yearly		
9. What opportunities are there for advan	cement?					
10. What is required for advancement?						
11. What are the current and future dema	ands for this occupation?					
12. Is there anything else you think I should	uld know before going into thi	s field?				
If interviewing an employee ask thes	se additional questions.					
13. What do you like most about this occ	upation?					
14. What don't you like about this field of	work?					
THA	NK YOU FOR	YOUR TI	ME AND I	NFORMAT	ION.	
	Date thank-you note was se	nt:				